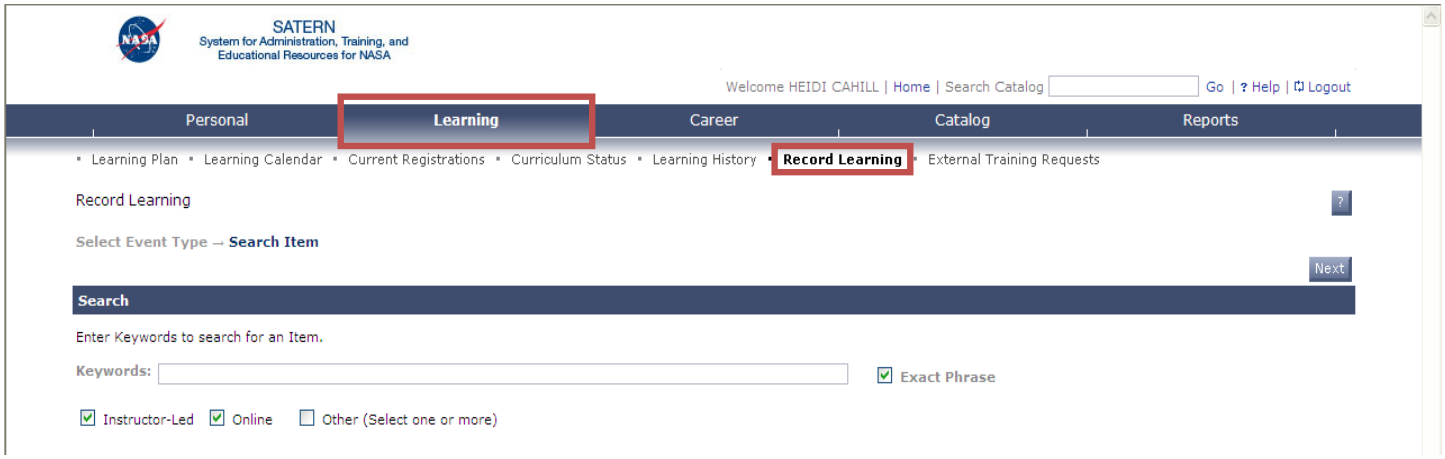
# INSTRUCTIONS ON HOW TO RECORD FAC-P/PM RE-CERTIFICATION SELF-RECORDABLE ACTIVITIES TO YOUR LEARNING HISTORY

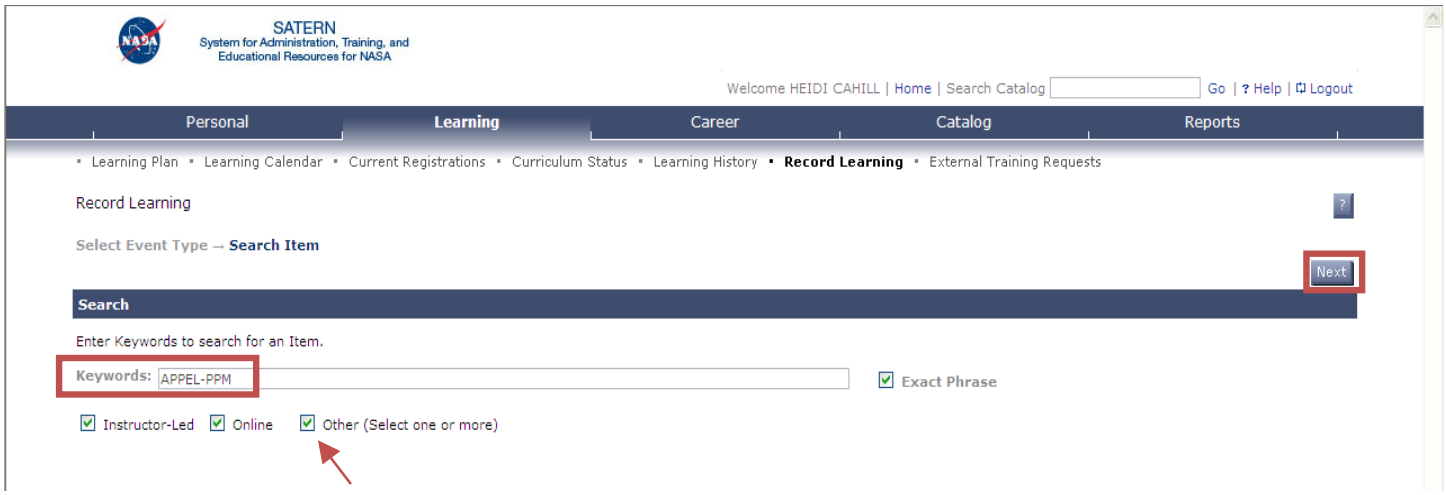
## Here's what to do:

**STEP 1:** Log into **SATERN at https://satern.nasa.gov**.
**STEP 2:** Under the ***Learning*** tab, click on ***Record Learning***.

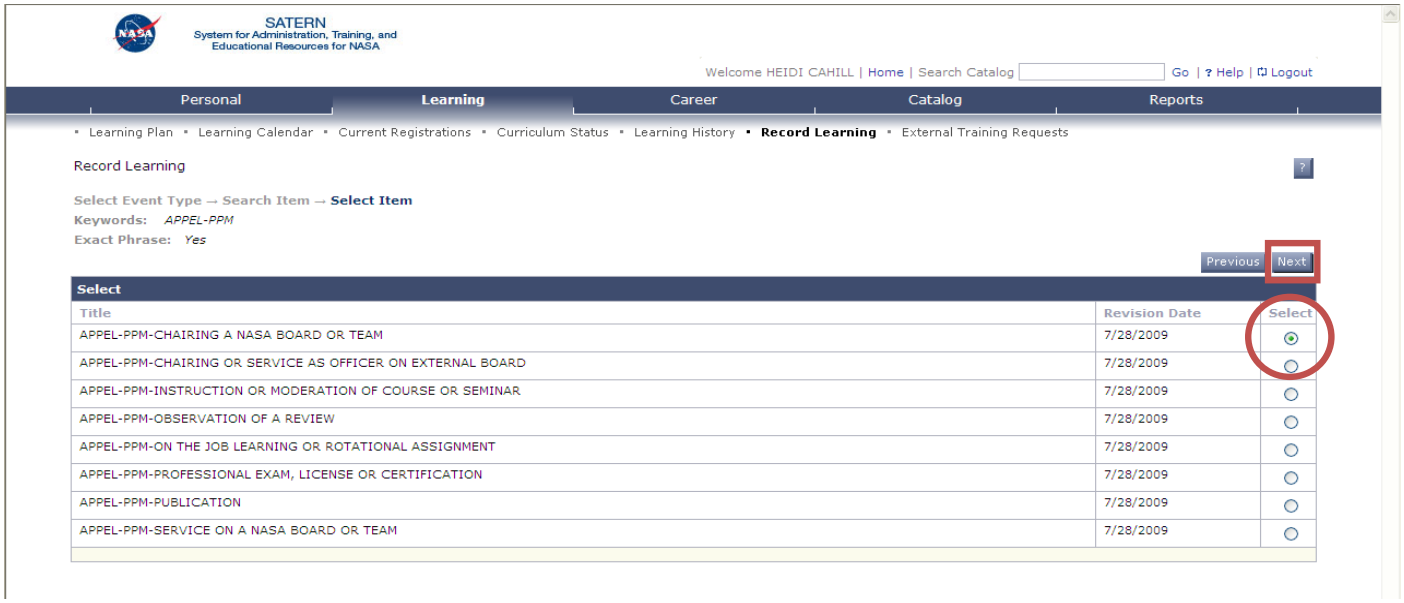



**STEP 3:** Type a keyword for the Item you want to record (i.e. APPEL-PPM), check the "Other" box and click ***Next***.

**NOTE:** You may only record Items that your Center's SATERN administrator has enabled you to record, and the Item must be in the Catalog.



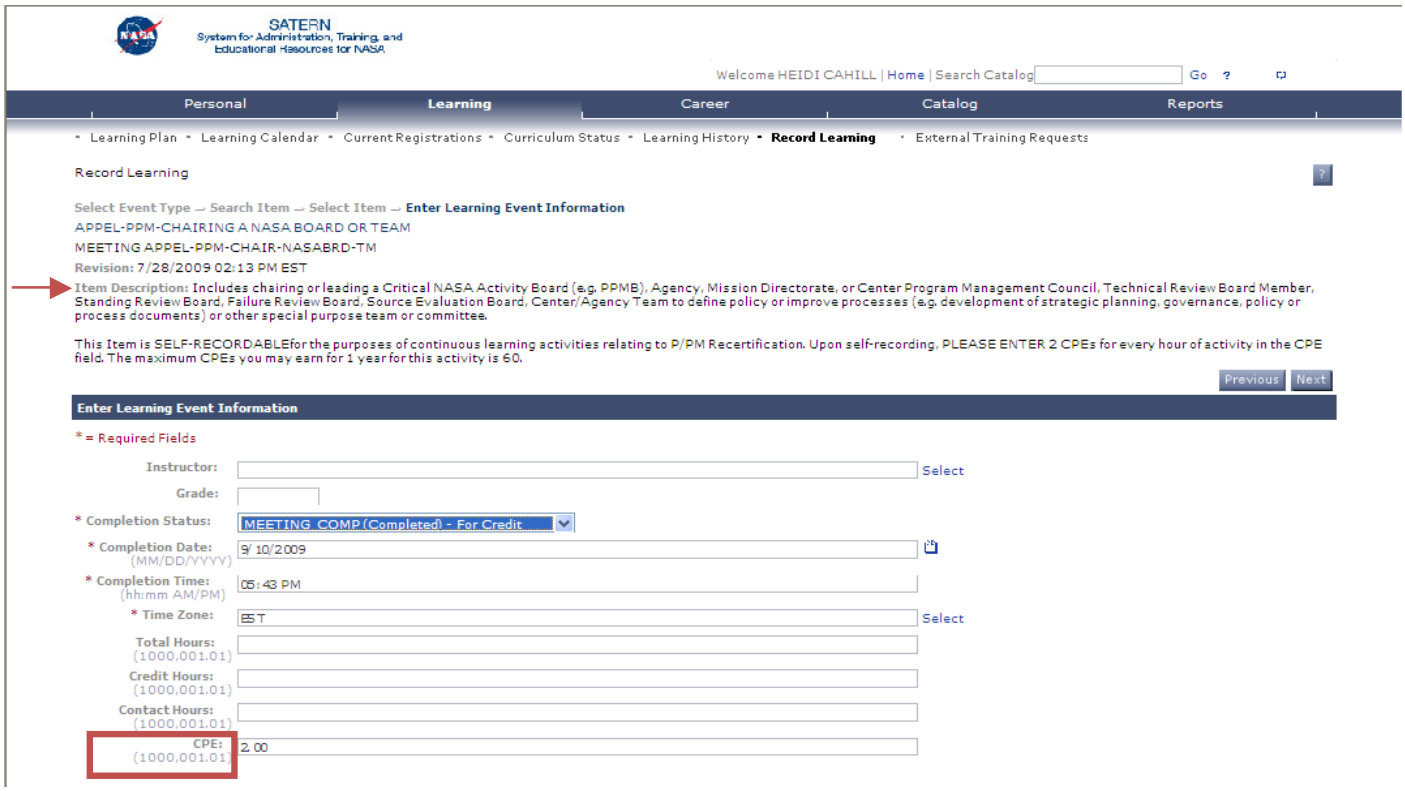
**STEP 4:** From the search results, choose the correct title using the ***Select*** column and click ***NEXT***.




**STEP 5:** Fill the required fields:

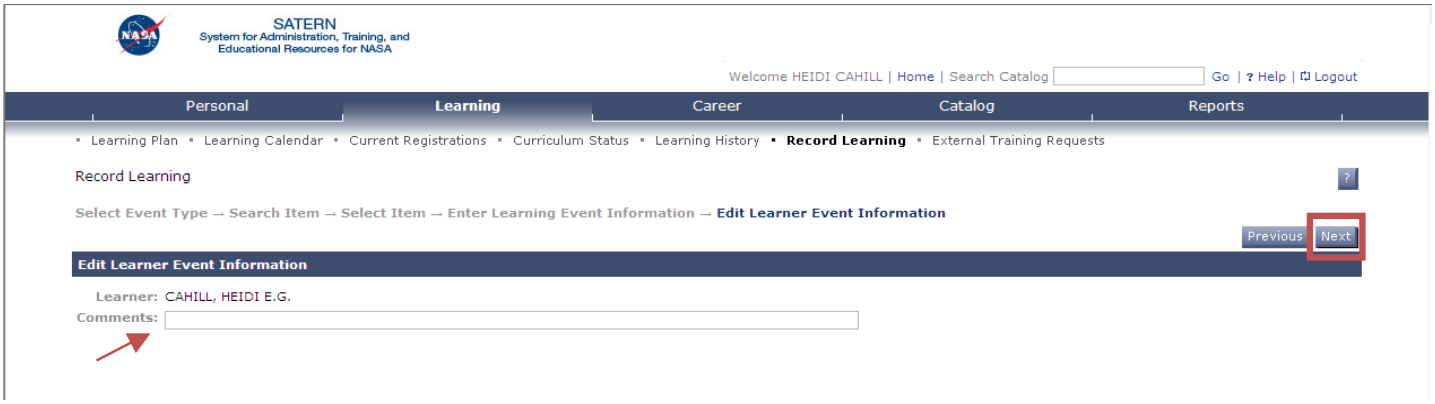
- In the **Completion Status** field, select **(Completed) – For Credit**.
- Enter the **Completion Date** (Required).
- Enter the **Completion Time** (Required).
- Enter the amount of **CPEs** (Required).
  - NOTE: Information regarding how to calculate CPEs is located in the **Item Description**.
- You may also enter **Total Hours** (Optional).

Then, click ***NEXT***.

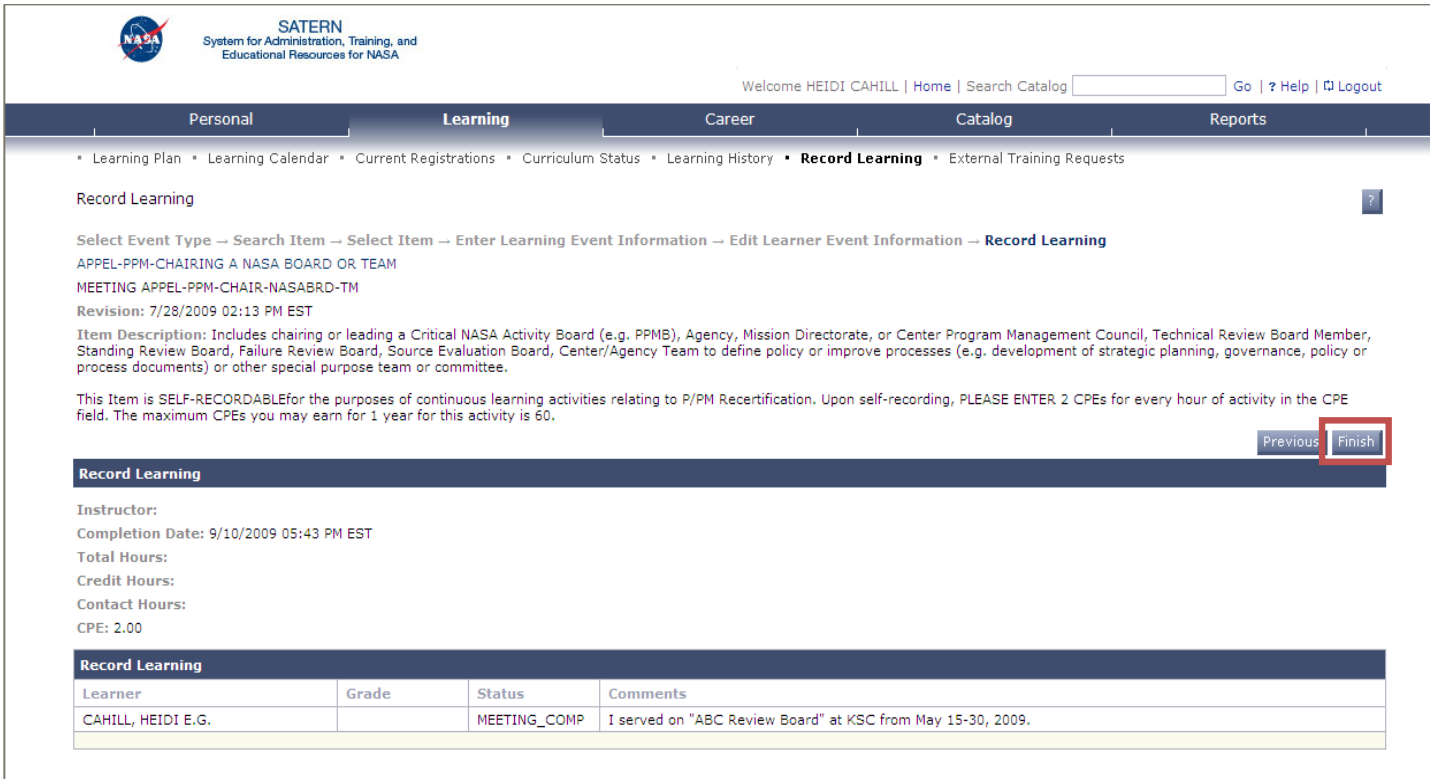


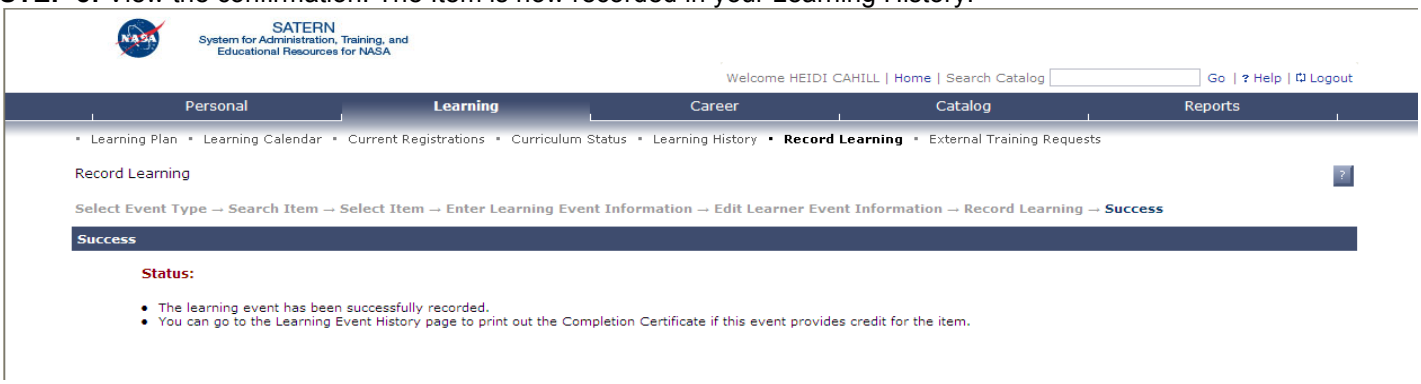
**STEP 6:** Enter **Comments** (Required), and click ***NEXT***.

NOTE: Please provide as much information as possible regarding this learning activity as your Center Review Panel reserves the right to request follow up information/documentation at the time of your re-certification.




**STEP 7:** Review your Record Learning submission. Click ***FINISH*.**




**STEP 8:** View the confirmation. The Item is now recorded in your Learning History.